

[REDACTED]

63-2947-6

MEMORANDUM FOR: Chief, Salary and Wage Division,
Office of Personnel

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RECORDED BY: Mr. [REDACTED]

SUBJECT: Adjustment of Positions - Finance Branch,
OSA-DD/R25X1A9a
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1. Reference is made to the recent discussions between Mr. [REDACTED] of your office and Mr. [REDACTED] and Mr. [REDACTED] of this office concerning the reclassification of certain positions of the Finance Branch, OSA-DD/R. In this respect, I request the following reclassifications be made:

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a. Position No. 16 reclassified from GS-13 to GS-11. This position would be shifted to the [REDACTED] where an urgent requirement exists for a person to work on Reports and Statements.

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b. Position No. 17 reclassified from GS-12 to GS-13. Due to the magnitude and complexity of activities and to the special authorities granted and requirements levied on this office, the three Section Chiefs holding Position No. 17 are performing duties which are unique to this office, the details of which have been discussed in full with Mr. [REDACTED]

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2. In addition to the above, I am changing the designation of this office from Comptroller, OSA-DD/R to Budget and Finance Branch, OSA-DD/R. I am moving Mr. [REDACTED] into Position No. 14 and designating him Chief, Budget and Finance Branch, OSA-DD/R and Mr. [REDACTED], into Position No. 15 and designating him Deputy Chief, Budget and Finance Branch, OSA-DD/R.

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3. There is attached a schedule reflecting my proposed organization of the Budget and Finance Branch, CIA-RD/R. There is also attached a Functional Chart outlining the duties and responsibilities of that office. After the Functional Chart has served your purpose, will you please return it to this office for retention.

JACK C. KENNEDY
CIA-RD/R
Assistant Director
(Special Activities)

cc: Comptroller
DD/R

BUDGET & FINANCE BRANCH, OSA-DB/R

FUNCTIONAL CHART

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1. Budget Preparation & Execution	2. Contract Payments	3. Voucher Payments
4. Advise Management on Finance & Budgetary Matters	5. Liaison with other Agency Divisions and other Government Agencies	6. Executes Certifying Authority

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1. Prepares the OSA Operational Program (Budget) and the Office Estimates which involves the computation, compilation and consolidation of data received from all OSA offices. Finalizes this data into an approved working budget presentation.
2. Controls the proper distribution of allocations by Project & Cost Code limitations in conformance with the approved operational program.
3. Issues allotments to OSA Field Stations based on approved budget requirements.
4. Maintains Allotment Control Records on all funds, Agency & non-agency, allotted to OSA for administration.
5. Reconciles monthly the OSA Allotment Control Records with Finance Division Records (IBM expense listings).
6. Prepares budget & finance reports (i.e. obligation, projection, status of funds) to fulfill OSA and Agency management requirements.
7. Coordinates OSA Budget Activities with the latest Financial Management Regulations and other Agency Budget Activities.

1. Performs a detailed study of new contracts, contractual amendments and relative memorandums for the records and indoctrinate members of the section on provisions and procedures pertinent to the audit and payment of invoices.
2. Conducts correspondence and liaison with contractors and appropriate government officials regarding all matters which affect financial administration of the contractual relationships.
3. Initiates requests to [REDACTED] conduct a review of part or all of contractual costs billed to determine validity of amounts invoiced. The auditor is supplied with pertinent documentation and/or information to assist him in his conduct of the audit.
4. Prior to final settlement of completed contracts a thorough re-audit is conducted to insure propriety of payments; documentary evidence of receipt of equipment and/or services; patent requirements satisfied; royalty statements provided; Government property accounted for; and contract completion audit reports received.
5. Supervises maintenance of financial records relative to each contract; i.e. allotments charged, fixed fees paid, progress payments made and other pertinent data.
6. Chief of Section exercises Certifying Authority for audited and approved payments.

1. Audits Field Stations' Accountings, Imprest Fund Accountings. Prepares Accounting entries for approved accountings.
2. Processes Time and Attendance Reports of Contract Personnel.
3. Maintains records on TAB-6 charges and processes TAB-6 billings for payment.
4. Processes transfer of accountability to and from Field Stations.
5. Receives cash for advance refunds and processes same to Finance Division.
6. Provides cost codes and obligation data to Finance Division in connection with travel utilizing military transportation.
7. Prepares correspondence to Field Stations and individuals relating to claims or accounts.
8. Analyzes advance accounts of Headquarters personnel. Polices advance accounts to prevent delinquencies.
9. Conducts liaison with Finance Division and the various Area Division Budget & Fiscal Officers concerning claims and accountings involving OSA travel performed by their personnel.
10. Audits and effects payment of Temporary Lodging and Transfer Allowances. Initiates action to effect payment of Post Differential Allowances.
11. Chief of Section exercises Certifying Authority for audited and approved payments.

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